

**BRA/EDIC EMPLOYMENT OPPORTUNITY****TITLE:** PROGRAM PLANNER/MANAGER, EMPOWERMENT ZONE**JOB VACANCY POSTING NO.****58-01****POSTING DATE:****8/8/01****EMPLOYMENT STATUS:** EDIC EMPLOYEE**EXTERNAL DATE:****8/22/01****POSITION FILLED:****DATE:****NAME:****DEPT/DIV:** PLANNING & POLICY DEVELOPMENT/S/JCS

**SUMMARY:** Under the direction of the Deputy Director for Planning and Policy Development, manage all aspects of JCS (Jobs and Community Services) work on behalf of the Empowerment Zone and other projects as assigned. Represent JCS in meetings with EZ (Empowerment Zone) staff, Board and committees. Act as liaison between BCI (Boston Connects, Inc.) and EDIC in its role as fiscal agent for Boston Connects, Inc. Assume responsibility for development of procurement processes and technical assistance to BCI ensuring that procurement is impartial and in compliance with all EDIC procedures and relevant regulations. Coordinate with other JCS and EDIC units on EZ projects. Develop and maintain full knowledge of HUD and other relevant regulations concerning JCS EZ work. In collaboration with other JCS and EDIC units, monitor programs, procurement, contracting and reporting processes for all JCS activities in support of the Empowerment Zone.

Maintain and update working knowledge of requirements and conditions of funding sources. Make connections between other JCS-funded activities and EZ goals, e.g. connections between Welfare to Work programs and EZ, coordination between Youth Opportunity Grant and EZ. Coordinate and oversee the organization and distribution of current information on funding sources and other contractual requirements to staff.

Lead the procurement process, involving other PPD planners as necessary. Work with BCI staff and relevant committees on the development of program ideas. Involve Adult Services, Human Services and Youth Services program staff.

Ensure integrity of assigned program management systems. Work with Program and BCI staff to monitor contractor level and system-wide program performance. Make modifications as needed to meet established goals and objectives. Collaborate with BCI staff on program monitoring ensuring that timely and accurate systems exist for reporting back to the BCI Board, committees and funding agencies.

Direct assigned program management process including establishing monitoring systems and tools. Provide technical advice and guidance to contract administration staff. Intervene as necessary to resolve and correct problems. Provide technical assistance to vendors, and implement corrective actions as directed in consultation with funding source and BCI. Develop and recommend policy as appropriate. Keep abreast of issues and trends in the field. Identify, research and recommend new policy and program initiatives within existing or proposed service delivery systems to enhance service delivery to EZ residents.

Involve Adult Services, Human Services and Youth Services program staff in the program development process as appropriate. Work with BCI staff and relevant committees on the development of program ideas. Develop RFP's. Review assigned proposals and develop funding recommendations for action by BCI staff and relevant committees.

Maintain files on the procurement process and programs and develop or contribute to monthly and annual reports, etc. in accordance with departmental, and/or funding source standards/requirements.

Manage the contracting process, including review and revision of contract boilerplates and development of negotiation packages. Conduct negotiation sessions in conjunction with BCI staff; assemble contract packages. Develop, review and recommend contract amendments as necessary.

Ensure validation of client statistical data by reviewing MIS reports and monthly MIS data from contractors to ensure delivery of contracted services as agreed. Review fiscal reports to ensure that invoices are paid promptly. Coordinate with A&F/ Budget and Finance staff and A&F Administrative Services and A&F/Management Information Services (A&F/MIS) staff for problem resolution or clarification.

Assist A&F/MIS staff with report design, development of new systems and troubleshooting systems; coordinate communication with contractors and/or clarify policies as needed.

Manage resources of appropriate funding grant(s). Interpret and implement policy directives.

Represent EDIC/JCS at meetings and conferences. Develop good working relationships with a range of stakeholders including city agencies, community-based organizations, private organizations, universities and foundations.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Master's Degree in Education, Human Services, Public Policy, or related field, or equivalent experience, plus five years progressively responsible related experience in a non-profit community based organization. Grant management background required. Knowledge of HUD regulations on Empowerment Zone Programs necessary. Must have strong writing, organizational, and diplomatic skills.

**GRADE: 21****HIRING RANGE: \$47,014.97- \$57,711.25**

To apply:

Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

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**Auxiliary aids and services are available upon request to individuals with disabilities.  
APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**